

# Chelsea Supplementary Regulations

December 28, 1984	Membership	All new members must file proof of their date of birth with their application for membership.
December 28, 1984	Access to Medical Information	No medical information contained in an employee file or in a medical panel report will be dispensed to anyone without the written permission of the member concerned, whether retired or not - provided that authorized individuals such as representatives of the Division of Public Employee Retirement and the Retirement Board may still be granted access.
December 28, 1984	Creditable Service	Upon granting membership to permanent intermittent employees of the school cafeteria, it was determined that these employees shall be granted credit for that proportion of the number of hours worked as it bears to the number of hours a regularly employed full-time cafeteria employee is required to work during a school year, to obtain a full year of creditable service, 1400 hours.
December 28, 1984	Disability Waiver	Any waivers of a physical condition that may have been signed by an employee in order to obtain their positions with the City, must be sent to the Retirement Board at once. Any future such waivers that may be signed must be forwarded to the Retirement board immediately.
May 5, 1986	Membership	<p>Permanent full-time employees of the City will be admitted to membership in the retirement system subject to the following conditions:</p> <ul style="list-style-type: none"><li>• The Department Head shall supply the Retirement Board with a list of all employees, their annual salaries, and the date of their original appointment to said office.</li><li>• The deduction to be withheld from the salary of each member who became an employee after January 1, 1984 must be 8%.</li><li>• Employees may request, in writing, permission to make up payments for their previous employment with the City or any agency which has been accepted as a member of the retirement system. The amount to be withheld for the make-up period only, not extending beyond January 1, 1984 shall be based on the percentage in effect on the original date of the employee's employment.</li><li>• The make up payment of those deductions that would have been made, had the employee become a member of the Retirement system on the original date of employment, shall be the percentage in effect on said date, plus interest to the completion of the make up payment. For the period beginning January 1, 1984, and</li></ul>

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thereafter, the percentage withheld is 8%.

- Each employee requesting permission to make up payments for their previous employment shall provide the Retirement board with a verified list of salaries, earned by them, by calendar year, not including any overtime or bonuses, so that a make up payment can be calculated.
- Any member who has previously been employed by the Commonwealth of Massachusetts or any political subdivision thereof, and a member of its retirement system must inform the retirement board so that inquiry can be made as to the disposition of said employee's accumulated deductions.
- Each employee seeking to become a member of the Retirement System must complete an enrollment form, which must be accompanied by a copy of said employee's birth certificate, and if a veteran, a copy of their military discharge papers.
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July 22, 1988

Form

Approval of disability retirement Form A which provides: "The applicant is required to submit with his/her application for disability retirement benefits all medical records and or reports relating to the applicant's claim for disability benefits."

August 31, 1992

Election Rules

Approval of a 60-day election schedule for the upcoming Retirement board election.

February 13, 1998

Military Service Credit

Any member seeking military service credit in accordance with the provisions of C. 71 of the Acts of 1996, **who is eligible for such credit as of September 19, 1997,** must submit an application for such service on or before March 16, 1998. **Members, who become eligible for military service credit after September 19, 1997, shall be notified of their eligibility by the Retirement Board and must submit an application for such credit within 180 days of receipt of notification.** The Retirement Board will review each application to determine the member's eligibility, and will notify each eligible applicant in writing of the amount of service which may be purchased, and of the amount of the required payment. The member must then remit the full-required payment in one lump sum to the Retirement Board on or before the forty fifth day following the member's receipt of notification of eligibility, or on or before the date immediately preceding the member's date of retirement, whichever date first occurs.

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December 1, 2004

Effective December 1, 2004 in order to be eligible for membership in the Chelsea Contributory Retirement System, permanent part-time or permanent full time employees must be hired to work at least twenty (20) hours per week in a calendar year. A permanent part-time or permanent full time employee is defined as any employee who is hired to work at least twenty (20) hours per week in a calendar year, or if employed in more than one position, such that when the hours of employment are added together those hours shall equal at least 20 hours per week in a calendar year. Any additional time worked on a temporary or employee elected basis, such as additional shifts filling in for vacation or sick time, do not count towards the twenty-hour minimum requirement for membership.